

**City of Seattle**  
**Civil Service Commission**  
**March 21, 2012**

**APPROVED APRIL 18, 2012**

**Call to Order:** Commission Chair Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Ellis H. Casson

Commissioner Steven Jewell

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

- Gary Maehara, Interim Talent Director for City Light addressed the Commission regarding proposed rules changes to Chapter 4, Transfer Exceptions/Reinstatement after Lay-off. Mr. Maehara informed the Commission City Light has made its recommendation to Personnel that the exception should be that an employee serve a 1 year trial service period upon reinstatement after layoff. The Commission thanked Mr. Maehara for his comments.

**ACTION ITEMS**

1. **Welcome New Commissioner Eric de los Santos, Mayoral Appointee:**  
The Commission welcomed Eric de los Santos, the Mayoral appointed Commissioner for the Civil Service Commission. Mr. de los Santos will serve on the Commission for a three year term.
2. **Nomination and Vote for 2012 Commission Chair:** Commissioner Jewell nominated Commissioner Ellis Casson to serve as the 2012 Commission Chair. Commissioner de los Santos seconded the motion. The motion passed.
3. **Approval of Meeting Minutes:**  
**Approval of February 15, 2012 Meeting Minutes:** Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion. Commissioner de los Santos abstained. The motion passed.
4. **Review Monthly Case Status Report & Appeal-New, Review & Update:** The Commission reviewed the monthly case status report.

**Executive Session:** The Commission went into executive session at 9:43 a.m. to review and discuss an appeal decision. The executive session ended at 9:50 a.m.

5. **Reed v. Parks-CSC No. 11-01-016:** The Commission reviewed the Findings and Decision issued on February 7, 2012 by Hearing Examiner Sue Tanner. Neither party filed a Petition for Review. Commissioner Jewell was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Examiner. Commissioner Casson seconded. The motion passed.

6. **Monthly Summit Budget Report:**

The Executive Director reported to the Commission that a new Low Org Number has been created; however, the Budget is still split between CSC and PSCSC in Summit, but will be loaded and combined into the new low org.

### **DISCUSSION ITEMS**

7. **Old/New Business/Update/Pending:**

- **Proposed Changes to Personnel Rule 1.4-Employee Grievance: Rule 4, General Employment Provisions and Amending SMC Chapter 4.08 & 4.13:** The Commission reviewed the proposed changes to the Personnel Rules. Commissioner Jewell updated the Commission that rule 1.4-Employee Grievance has been sent out to the Unions for review. The Commission will review Rules 4.1 and 5 and provide input to the Executive Director if necessary.
- **Approval of Commission Rules Revisions:** The Commission agreed to go over the minutes in sections during a meeting prior to approving.
- **Manion v. Personnel-Writ of Review:** Gary Smith, Counsel for the Commission, gave an update on the Manion appeal that is currently in Superior Court. Mr. Smith also stated there may be a need for a special meeting to go over the briefing issue.
- **Review 2009-2010 Annual Report:** The Commission reviewed the 2009-2010 Annual Report prepared by staff. Commissioner Jewell moved to accept the Annual Report. Commissioner Casson seconded the motion. The motion passed.
- **Pro Se Appellant's:** Commissioner Jewell gave an update on the issue of appellant's non-representation by an attorney when the City department has a City Attorney. The Executive

Director suggested the use of law students, various legal resources, or written guidance on the process. The Executive Director will prepare and submit information on the process.

**Adjourn:** The meeting adjourned at 10:20 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/18/2012

/s/ Ellis H. Casson 4/18/2012

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Teresa R. Jacobs  
Administrative Staff Assistant

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Ellis H. Casson  
Commission Chair

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Date